



SACHI A. HAMAI  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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Board of Supervisors  
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Second District

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Third District

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Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

July 27, 2016

To: Audit Committee

From: Sachi A. Hamai *[Signature]*  
Chief Executive Officer

### REVIEW OF BOARD POLICY NO. 4.070

As requested, our office has reviewed Board Policy No. 4.070, Full Utilization of Grant Funds, which is scheduled to sunset on September 21, 2016.

There are no recommended changes to the existing policy. We recommend extending the sunset date for this policy to September 21, 2021.

If you have any questions or need additional information, you may contact Patricia Carbajal of my staff at (213) 974-1327 or [pcarbajal@ceo.lacounty.gov](mailto:pcarbajal@ceo.lacounty.gov).

SAH:JJ:MR  
OR:PC:ma

Attachment

c: Sid Kikkawa  
Matthew McGloin

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*Los Angeles County*  
**BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
<b>4.070</b>	<b>Full Utilization Of Grant Funds</b>	<b>10/05/93</b>

### PURPOSE

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Ensures full utilization of grant funds by requiring a proper review of such expenditures to determine whether funds need to be reallocated to provide the services for which they were intended before the end of the grant period.

### REFERENCE

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August 24, 1993 Board Order, [Synopsis 71](#)

October 5, 1993 Board Order, [Synopsis 67](#)

November 22, 1993 Chief Administrative Office Memorandum, "[Full Utilization of Non-County, Time-Limited \(Grant\) Funds](#)"

### POLICY

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Each Department Head, in conjunction with the Chief Executive Officer, shall establish a review of grant expenditures at the midpoint of the allocation period and establish a plan to ensure full utilization of all funds, either through reorganizing internally or contracting with the private sector. Language establishing this review process and allowing for reallocation of funds if necessary shall also be placed in contracts, if such services are provided through contractors.

In addition, on August 24, 1993, Department Heads were instructed to immediately advise the Board of Supervisors and the Chief Executive Officer of substantial regulations preventing them from carrying out their missions requiring the return of significant State or federal funding allocations, or impeding implementation of State or federal programs.

## RESPONSIBLE DEPARTMENT

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Chief Executive Office

## DATE ISSUED/SUNSET DATE

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**Issue Date:** October 5, 1993  
**Review Date:** September 21, 2006  
**Review Date:** August 20, 2015  
**Review Date:** July 27, 2016

**Sunset Review Date:** October 5, 2003  
**Sunset Review Date:** September 21, 2011  
**Sunset Review Date:** September 21, 2016  
**Sunset Review Date:** September 21, 2021